



Candidate Name: Motion Group — Ref MG-4

Candidate Position: Quantity Surveyor

Expected Salary: £60-70k

Location: Harlow, Essex

Education, Qualifications & Training:

- AAT Level 1 - Hertford Regional College (Sep 2019 - Jul 2020)
- BTEC Level 2 - Sports Science - Enfield College (Sep 2006 - Jul 2008)
- BTEC Level 1 - Sports Science - Enfield College (Sep 2006 - Jul 2008)

Personal Profile:

A highly motivated and enthusiastic Quantity Surveyor with strong organisational skills and a proven ability to prioritise workloads and meet deadlines under pressure. They have progressed from a finance processing background through assistant surveyor to full QS level, gaining broad experience across social housing, responsive maintenance, void refurbishment and planned maintenance programmes. They have a positive, solution-focused attitude and a commitment to continuous professional development. Holds a full UK Driving Licence.

Professional Experience:

Quantity Surveyor Aug 2025 - Present

Chas Berger

- Working within the planned maintenance division, covering Windows, Doors, Roofing, Decorations and Electrical works.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for large projects.
- Creating and writing processes for methods of working.

For more information, please contact Alistair Gent on 07983 719509 or alistair.gent@motiongrouppltd.co.uk



- Identifying and weighing up commercial risks.
- Reporting on the performance of projects on a monthly basis.
- Assisting in the mobilisation of new projects.
- Forecasting the CVR on a monthly basis.
- Conducting post-inspections for larger works.
- Driving improvements to profit margins.

Quantity Surveyor Jan 2024 - Jul 2025

Wates Property Services

- Managed a stock portfolio of approximately 30,000 social housing properties across Responsive Maintenance, Void Refurbishment and Disrepair workstreams.
- Performed a key QS role across all workstreams of the business.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for large projects.
- Creating and writing processes for methods of working.
- Identifying and weighing up commercial risks.
- Reporting on the performance of projects on a monthly basis.
- Assisting in the mobilisation of new projects.
- Managing and supporting a team comprising 5 Commercial Assistants, 1 Assistant Surveyor and a fellow QS.
- Forecasting the CVR on a monthly basis.
- Conducting post-inspections for larger works.
- Increasing profit margins across responsive and void workstreams.

For more information, please contact Alistair Gent on 07983 719509 or alistair.gent@motiongrouppltd.co.uk



Assistant Surveyor Oct 2019 - Jan 2024

Wates Property Services

- Managed a stock portfolio of approximately 5,000 social housing properties across Responsive Maintenance and Void Refurbishment workstreams.
- Performed a key QS role across all workstreams of the business.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for large projects.
- Creating and writing processes for methods of working.
- Identifying and weighing up commercial risks.
- Reporting on the performance of projects on a monthly basis.
- Assisting in the mobilisation of new projects.
- Managing and supporting a team of 3 Commercial Assistants and a fellow QS.

Senior Processor Feb 2014 - Oct 2019

Wates

- Processing sub-contractor and supplier invoices with strong knowledge of CIS and VAT.
- Processing agency timesheets and invoices.
- Creating and processing weekly sub-contractor and supplier payment runs across multiple entities.
- Assisting payroll with timesheet processing.
- Unallocated cash allocation.
- Issuing cheques and dealing with purchase credit notes (PCNs).

For more information, please contact Alistair Gent on 07983 719509 or alistair.gent@motiongrouppltd.co.uk